

3 PRIMROSE STREET
NEWTOWN, CT 06470
TEL. (203) 270-4221

BOARD OF FINANCE
MINUTES
REGULAR MEETING

Held remotely due to COVID-19 Mandates and Precautions
Monday, April 13, 2020 at 7:30 p.m.

These minutes are subject to approval by the Board of Finance

Present: Sandy Roussas, Keith Alexander, Ned Simpson, Chris Gardner and John Madzula

Absent: Matthew Mihalcik

Also Present: First Selectman Dan Rosenthal, Finance Director, Bob Tait

Sandy Roussas called the meeting to order at 7:30 p.m. Attendees saluted the American Flag.

Voter Comments

None

Communications

Chair Roussas has been in contact with BOE Chair, Michelle Ku, regarding the BOE Non Lapsing Account (see attachments).

Minutes

Keith Alexander moved to approve the minutes of March 9, 2020. Ned Simpson seconded. All in favor and motion passes.

First Selectman's Report

First Selectman Rosenthal reported that much of his work has been related to COVID-19. In the spirit of keeping staff healthy, the First Selectman has issued roughly half of the staff to work from home. There have been tools put in place to ensure the Town information is secured (regarding people working from home).

Finance Director's Report

Finance Director, Bob Tait, planned and completed a Bond sale on April 2nd in the amount of \$11.5MM. The sale went well at an interest rate of 2.71%. This bonding was mostly related to 2019-2020 CIP projects, Capital Road Program, Bridge Program, half of the new Police facility, Hawley School boiler, Newtown High School boiler and other projects.

Mr. Tait is hoping the Town will have the opportunity for refinancing in the immediate future.

Unfinished Business

None

New Business

Internal transfer from Bond Principal to Bond Interest due to 2019 refunding in the amount of \$74,654.

Keith Alexander made a motion to move the transfer of \$74,654 as described in the transfer request from Bond Principal to Bond Interest due to refunding. Chris Gardner seconded. All in favor and motion passes.

Impact of Pandemic on Municipal Budget

First Selectman Rosenthal shared some information regarding the present budget as it may be impacted by the current Pandemic. The Town has some budget flexibility around \$350,000. The Town has not occurred any direct budget impacts as of yet. We have had to buy PPE and utilize certain personnel in terms of clean up of facilities and police vehicles. The First Selectman mentioned the Ambulatory service may possibly reach out to the Town for financial aid if this pandemic continues (again due to clean up costs). The NCC has forgiven March and April memberships (\$138,000 loss for the two months). They have kept their full-time staff and do not have their part time staff. Edmond Town Hall has upwards of \$20,000 in cancellations and may increase to \$34,000.

Chair Roussas asked if the First Selectman has heard anything about health insurance plans in terms of covering alternate family members that may have lost their jobs. The First Selectman noted the State opened the exchange longer for those that lost health insurance.

Mr. Tait responded that health care costs are lower because co-pays are not being issued nor are people going to their regular appointments (staying home). Mr. Alexander asked what would happen when and if employees start to get sick and incur high medical costs. Mr. Tait added that the Town has a Stop-Loss \$125,000/per claim if necessary.

Due to the Governor's Executive Order, there will be no April Referendum; therefore, as a direct result, there may not be a tax increase for the Town (the suggested tax increase would have been 0.06%). The First Selectman is suggesting the Town will have to go very carefully into next year's budget. The State suggested reducing the rate of interest the Town charges for delinquent payments or offer 90 days to pay taxes in July; therefore, revenues will take longer to come in. First Selectman Rosenthal mentioned there may not be a clear picture of revenue going into the budget year; therefore, may have to institute spending cuts intra-budget year. The First Selectman agrees to flattening out the budget right now rather than making sweeping cuts.

The money from FEMA has come in. The First Selectman and the Finance Director have worked diligently on creating a plan. The idea is to take \$700,000 from Fund Balance to Capital Non-Recurring and then identify one-time Capital purchases in both BOE and Town budgets in a proportionate fashion. \$450,000 towards BOE and \$250,000 towards the Town budget. \$700,000 will then be appropriated from Fund Balance to Capital Non Recurring before this fiscal year ends. Both budgets that get ratified by the LC get reduced by those dollar amounts and thereby funding the items from Capital Non Recurring. Thus the Town is not creating a problem in next year's budget.

It was noted that the Legislative Council will not approve the FY 2021-2022 budget until May 6th or May 28th (if there is public comment/feedback).

Mr. Simpson asked if the transfer would happen this fiscal year. First Selectman Rosenthal said the transfer would happen this year and the monies may be spent next year.

Mr. Simpson noted looking ahead to prepare expense/revenue budgets date for 2021-2022. Can we give BOE 2021-2022 CIP breathing room? Chair Roussas responded by saying budget planning is important and the BOF needs to discuss this; however, the various variables at play right now make these questions hard to answer.

Voter Comments

None

Announcements

None

Adjournment

Ned Simpson made a motion to adjourn. Keith Alexander seconded. All members were in favor and the meeting was adjourned at 8:28pm.

Respectfully submitted,
Kiley Gottschalk, Clerk

Attachments

Transfer Request

Email Correspondence with BOE Chair, Michelle Ku

CIP/Facilities/Finance Sub Committee Agenda with Documents

TOWN OF NEWTOWN
APPROPRIATION (BUDGET) TRANSFER REQUEST

FISCAL YEAR	2019 - 2020	DEPARTMENT	Finance	DATE	4/2/20
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[illegible]

REASON:

INTERNAL TRANSFER FROM BOND PRINCIPAL TO BOND INTEREST DUE TO 2019 REFUNDING.

AUTHORIZATION:

date:

- (1) DEPARTMENT HEAD
- (2) FINANCE DIRECTOR
- (3) SELECTMAN
- (4) BOARD OF SELECTMEN
- (5) BOARD OF FINANCE
- (6) LEGISLATIVE COUNCIL

N/A
DICK ^{was}
Glick
Braun

4/3/2020
4-3-2020
4/13/2020

AUTHORIZATION SIGN OFF

AUTHORIZATION SIGN OFF	
FIRST 335 DAYS	>>>>WITH IN A DEPT>>>>LESS THAN \$50,000>>>> (1), (2) & (3) SIGNS OFF; MORE THAN \$50,000>>>> (1), (2), (3) & (5) >>>>ONE DEPT TO ANOTHER>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF
AFTER 335 DAYS	>>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF

Fwd: 4/9/2020 BOE CIP/Finance/Facilities Committee

To: Alexander, Keith, Ned Simpson, Christopher Gardner, John Madzula 2nd,
mattmihalcik@gmail.com, Kiley Morrison Gottschalk, Dan Rosenthal, Robert Tait

Attached are materials regarding the BOE non-lapsing account that was the subject of discussion at a subcommittee meeting on Thursday. This is relevant to the budget impact discussion.

----- Forwarded message -----

From: **Ku, Michelle** <kum_boe@newtown.k12.ct.us>
Date: Sat, Apr 11, 2020 at 3:57 PM
Subject: 4/9/2020 BOE CIP/Finance/Facilities Committee
To: Sandy Roussas <sandyroussasbof@gmail.com>

Sandy,

The agenda and materials from the 4/9/2020 subcommittee meeting are attached. Minutes and video will come out next week. Please keep in mind that the balance that is anticipated from the COVID crisis this year and the potential costs as a result of the crisis in next year's budget are subject to change as the situation changes (which seems to have slowed from daily to weekly, thankfully).

Michelle Embree Ku
Newtown Board of Education, Chair
203-364-9862



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In consideration of public health, open meetings and the Governor's Executive Order No. 7B dated March 10, 2020 regarding PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC AND RESPONSE - FURTHER SUSPENSION OR MODIFICATION OF STATUTES, this meeting will include an option for the public to phone in to listen to the audio of the meeting. Please note that public comment will not be received at this meeting. Alternatively, the Board encourages the public to email any comments for Board consideration to NewtownBOE@newtown.k12.ct.us

To listen to the meeting, please call 419-853-6091. The PIN is 772 263 995#.

Newtown Public Schools
CIP/Facilities/Finance Sub Committee Agenda
April 9, 2020, 5:30 p.m.
3 Primrose Street
Newtown, CT 06470

CALL TO ORDER

BUSINESS

- Item 1 Approval of January 29, 2020 BOE CIP Sub Committee Minutes
- Item 2 Discussion of Non-Lapsing Fund
- Item 3 Discussion and Possible Action of CIP/Fields Proposal
- Item 4 Discussion and Review of Entire CIP
- Item 5 Potential Impact of School Closure Due to COVID-19

ADJOURNMENT

Newtown Board of Education
CIP/Facilities/Finance Sub-Committee Minutes
January 29, 2020

Call to Order: Mr. Delia called the meeting to order at 5:37pm

PLEDGE OF ALLEGIANCE

Present: Dan Delia, Debbie Leidlein, Robert Gerbert, Dr. Lorrie Rodrigue, Deborra Zukowski, Ron Bienkowski, Deborah Petersen, Sally Lynch, Tanja Vadas, Rick Spreyer,

<u>EdAdvance</u>	<u>EastConn</u>
Richard Carmelich	Kimberly Bush
Mike LoRusso	Will Rudolph
Bert Hughes	Merrilee Bernhardt

Public Participation: None

Communications/Announcements: None

Unfinished Business:

Item 1: Mrs. Leidlein moved the motion to approve the minutes of January 7, 2020. Ms. Zukowski second the motion. Mr. Delia approved. Mrs. Zukowski abstained. Motion passes.

Item 2: Mr. Bienkowski stated that the Special Education Transportation needs are very important and dynamic in the district. We are coming off of a six year contract with EdAdvance. We recently put this out to bid and Rick Spreyer, who is our Purchasing Agent was the primary facilitator. Mr. Bienkowski then introduced Deborah Petersen, Special Education Director. Mrs. Petersen stated that while the Sub Committee prepares to listen to these presentations, she asked them to keep in mind that our special education parents are the customer and they are extremely involved in transportation of our students that travel out of Newtown to go to school. Our students have very special needs and have many challenges and need special care. Mr. Bienkowski then introduced Sally Lynch who is the Special Education Coordinator.

Item 3: Mr. Bienkowski asked Mr. Spreyer to go over a brief outline of the bid. Mr. Spreyer said the bid went out on December 13, 2019. Bids were due back on January 10, 2020. Five (5) bids were received. The two final vendors that were invited to present were EdAdvance and EastConn Regional Education Services who represented our two lowest bidders. Price comparison of routes was provided to Mr. Bienkowski and Mrs. Vadas. Mr. Spreyer then stated we asked these two bidders to give an overview so we can see beyond the numbers and make sure our special education team is in agreement with what recommendation is made here tonight.

Mr. Bienkowski stated this is a complicated bid and is not as simple as other bids. There has been extensive analysis that has been done and he was prepared to share that analysis at the end of the presentations.

Item 4 – Executive Session Motion: Motion: Mrs. Leidlein moved that the Board of Education CIP Sub Committee go into executive session to interview two vendors for the SPED Transportation Bid and invites: Ron Bienkowski, Deb Petersen, Sally Lynch, Rick Spreyer, Tanja Vadas, Dr. Rodrigue.

The following were invited for the first session:

EastConn Participants: Kimberly Bush, Director of Transportation, Will Rudolph, Operations Manager, Merrilee Bernhardt, Safety Supervisor and Coordinator.

The following were invited for the second session:

EdAdvance Participants: Richard Carmelich, COO, Mike LoRusso, Director of Transportation, Bert Hughes, Transportation

Mrs. Zukowski second the motion. All in favor. Motion passes.

At approximately 6:15 p.m. executive session began. At approximately 7:40 the regular meeting resumed.

Item 5 Motion: Mrs. Leidlein moved that the Board of Education CIP Sub Committee recommend EdAdvance as the preferred vendor for the SPED Transportation 2020-2025 contract to the Board of Education at the February 4, 2020 meeting. Mrs. Zukowski second the motion. All in favor. Motion passes unanimously

Item 6: CIP - Mr. Bienkowski stated there are two things of concern on the CIP. The first was on the second five year and whether the property adjacent to the Hawley school listed for purchase on the CIP should remain on the CIP since the Board of Selectmen turned it down. The reason to leave it on the CIP would be if there is a potential change or a need for the future. The second concern was the HOM gas and water lines for \$3.18M in year 7. Mr. Bienkowski said he does not believe that this would happen and we should just agree to take this off the plan. Mrs. Zukowski stated that we will be undergoing a CIP process for next year so we could mark these items as things to talk about and that as a facilities committee we should take the time to determine if there really is a compelling reason that we can make an argument more effective for the property next to Hawley. Mr. Delia stated there is a lot to discuss and he is not looking to make any decisions at this meeting.

Mr Delia asked Mr. Gerbert if he had any thoughts about the two \$1M projects being moved to year 6 which in effect comes off of our CIP because we are a 5 year CIP. Mr. Gerbert stated he did some homework on the generator for Hawley and looked at some of the utility bills for the school. A small generator the size of 80 kilowatts would be sufficient and is in line with the sizes at some of the other elementary schools. He believes the cost for just the equipment would run around \$20K. Additional costs of location, excavating, fuel tank etc. would still need to come in play. He thinks the job could be done for a lot less. So maybe taking this down from \$1M to \$250K would be sufficient. Mrs. Zukowski asked what the justification would be for having this generator. Mr. Gerbert said regardless if there is no power in the area and the schools do have generators there still would be no school. The generator would give us an ease for the purpose of the heat would stay on, and code required lighting would stay on, along with water pipes not freezing. Mrs. Zukowski states she would like to continue this discussion when we start to build out the CIP for next year.

Mr. Delia asked if there were any other concerns that Mr. Gerbert saw on the CIP. Mr. Gerbert stated the window modifications at Middle Gate are a big unknown. That \$1M could potentially be \$2M. There is a lot of new hazards such as "PBC's" where you have to examine the caulking which leaches into the brick work that surrounds the window frame, so it becomes a bigger issue that just taking out a window and replacing with a new one. Mrs. Zukowski asked if we can do the testing before we come up with a

number. Mr. Gerbert stated yes and assuming that there is a possibility of having that substance there, then it would probably move into a phase project where you pick and choose what to do as you would be limited in the summer.

Mr. Gerbert stated we also have talked about the HOM boiler and maybe separating the boiler job vs the lighting job. Mr. Bienkowski asked if we do that then do we lose the opportunity for the energy rebates? Mr. Gerbert said no because it's oil. It would just be the lighting for the rebate. But for Reed we would want to keep them bundled together so we could get that bonus money.

Item 7: Mr. Delia discussed about setting a CIP calendar with monthly meetings. Mr. Delia stated he wanted to schedule future monthly CIP meetings. Meetings will be held each month between the first and second regular Board of Education meetings that are currently scheduled. A discussion and possible action of the BOE CIP calendar will be addressed at the next BOE CIP meeting.

Item 8: Mr. Delia reviewed the CIP responsibilities and discussed the two first items of the CIP financial responsibilities. Mr. Bienkowski stated the financial reports are difficult to discuss at these meetings due to when the month ends and when the financial reports are due to the board. The budget transfers are only done in October and November. The calendar that was just created for the CIP meetings would not fit these schedules of our work.

Mr. Delia stated he would like to remove A & B from the CIP responsibilities as the committee does not have the time and is redundant with the Board of Education meetings. We will add this to our next CIP agenda.

Mr. Delia stated he would like to work with Mr. Gerbert more in creating a report which addresses the current quarterly building and maintenance needs. Mr. Bienkowski stated we do this with the building and site projects which we review periodically because within that total dollar amount there may be monies left over that we want to dedicate to other building and site maintenance project so we always bring this to the committee for endorsement. Mr. Gerbert will work to create a report that the committee can review and understand the current building and site issues that are going on.

Open: None

Adjournment: Mrs. Leidlein made the motion to adjourn the meeting at 8:15pm Mrs. Zukowski second the motion. Meeting adjourned.

Next CIP meeting will be held on March 12, 2020.

Respectfully submitted,
Joanne Morris

THESE ARE DRAFT MINUTES AND ARE SUBJECT TO THE APROVAL OF THE BOE
CIP/FACILITIES/FINANCE SUB COMMITTEE.

Statutory Language for non lapsing accounts

Sec. 10-248a. Unexpended education funds account. For the fiscal year ending June 30, 2020, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, the board of finance in each town having a board of finance, the board of selectman in each town having no board of finance or the authority making appropriations for the school district for each town may deposit into a nonlapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the town, provided (1) such deposited amount does not exceed two per cent of the total budgeted appropriation for education for such prior fiscal year, (2) each expenditure from such account shall be made only for educational purposes, and (3) each such expenditure shall be authorized by the local board of education for such town.

Regional school districts have a different statute noted below:

GS 10-51 (D)(2) On and after June 7, 2006, a regional board of education, by a majority vote of its members, may create a reserve fund for capital and nonrecurring expenditures. Such fund shall thereafter be termed "reserve fund for capital and nonrecurring expenditures". The aggregate amount of annual and supplemental appropriations by a district to such fund shall not exceed one per cent of the annual district budget for such fiscal year. Annual appropriations to such fund shall be included in the share of net expenses to be paid by each member town. Supplemental appropriations to such fund may be made from estimated fiscal year end surplus in operating funds.

(Note: legislation was submitted earlier this session to change the amount to 2% for regions. However, since legislature will not reopen until at least April 12, the status of this bill is uncertain.)

Business and Non-Instructional Operations

Non-Lapsing Education Fund

The Newtown Board of Education (Board) may request the Town's Board of Finance deposit into a non-lapsing account any unexpended funds from the Board's prior fiscal year general operating budget, provided such amount does not exceed one percent (1%) of the total budgeted appropriation for education for such prior fiscal year pursuant to C.G.S. 10-248a.

Prior to any expenditure from the Non-Lapsing Education Fund the Board of Education shall vote to authorize such spending. The transfer of monies shall follow the process as laid out in policy 3160 (Budget Procedures and Line Item Transfers).

The Board may designate these funds for a specific purpose. The Board will expend these funds for such previously designated specific purpose except that they may also be used for other extraordinary or emergency expenditures which may be necessary but not otherwise budgeted.

The account shall be subject to the annual audit as required by State statute. The Board shall review the fund balance on an annual basis.

(cf. 3160 – Budget Procedures and Line Item Transfers)

Legal Reference: Connecticut General Statutes

 10-222 Appropriations and budget

 10-248a Unexpended education funds account

Policy adopted: April 4, 2017

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

BOE Non-Lapsing Fund Balance and Potential Activity

	Reserved for Special Ed	Unreserved	Total Non Lapsing
Amount reserved for Special Education	\$63,000		\$63,000
Amount reserved for General Non-Lapsing		\$457,334	\$457,334
Current Total Balance Non-Lapsing Fund 6/30/2019			\$520,334
February 29, 2020 Projected Expenditure Balance		\$291,303	\$291,303
Total Projected Balance Non-Lapsing Fund 2/29/2020			\$811,637
Potential additional <u>COVID 19</u> Expenditure Balance - March 31, 2020		\$941,502	\$941,502
Total PROJECTED Balance Non-Lapsing Fund 3/31/2020			\$1,753,139

POTENTIAL USES/INITIATIVES FOR NON-LAPSING FUNDS:

Offset partial CIP expenditures for Turf replacement projects at NHS		(\$350,000)	(\$350,000)
Cover the engineering expense for HAW HVAC project (Town saves debt service)		(\$300,000)	(\$300,000)
Additional costs related to <u>COVID 19</u> beyond Requested Budget for 2020-21		(\$250,000)	(\$250,000)
Set aside for unexpected Special Education expenses	(\$300,000)		(\$300,000)
Total PROJECTED Balance Non-Lapsing Fund			\$553,139

<u>POTENTIAL ACCOUNT BREAKDOWN</u>	Reserved for Special Ed	Unreserved	Total Non Lapsing
Amount reserved for Special Education	\$363,000		\$363,000
Amount reserved for General Non-Lapsing		\$253,139	\$253,139
Total Anticipated Balance Non-Lapsing Fund after above initiatives	\$363,000	\$253,139	\$616,139

Education Non-Lapsing Fund

For consideration
CIP/Finance/Facilities Committee
Meeting 4/9/2020

Newtown Board of Education: Financial Planning

- **Financial planning, both short-term and long-term, is a critical component of the Board of Education's fiscal responsibilities**
- **The BOE's ability to save any money is the result of relatively new state legislation** (CGS 10-248a passed in **2010**; Education Non-Lapsing Fund established in Newtown **2014**; SPED designation within the fund in **2019**). The reason for creating such an account was, in part, to encourage BOE to save end-of-year surpluses rather than spending down accounts. Additionally, with the separate budget referenda, appropriations are approved for education, and this mechanism assures it will be spent for school purposes (rather than going to the Town fund balance).
- In addition to the Capital Improvement Plan (CIP) process, **the BOE uses two other mechanisms to facilitate long-term planning and to mitigate risk:**
 1. Education Non-Lapsing Account for non-recurring or capital items
 2. Money earmarked for Special Education (SPED)
- Given there's been some confusion about these two separate designations, **clarifying their distinct purposes and characteristics will ensure clarity going forward.**

The 2 Parts of the Education Non-Lapsing Fund

Annual Budget

End-of-Year Surplus

Funds

Savings for Capital or Non-Recurring Expenses
In the Education Non-Lapsing Account

Special Education Contingency
Line

Special Education
Designated in the Education Non-Lapsing Account

Two Parts to the Education Non-Lapsing Fund

	Non-Recurring or Capital	SPED “Self-Insurance”
Overall Goal	<ul style="list-style-type: none">• “Savings” for larger, non-recurring expenses (e.g., infrastructure)• “Insurance” against emergencies or extraordinary situations.	<ul style="list-style-type: none">• Cover unexpected increases in SPED costs (due to newly identified students, increased services, or movement into district)
When was it created?	2014	2019
How is it funded?	<ul style="list-style-type: none">• <u>NOT</u> BUDGETED (funded via positive variance at end of fiscal year – i.e., unspent funds)• <u>IF</u> BUDGETED monies could be used for long-term planning	<ul style="list-style-type: none">• BUDGETED (planned annual contributions)• Potentially increase over time to cover average shortfall.• Currently underfunded.
What is the process?	<p>Deposit: upon BOF approval</p> <p>The Account shall be used for the expenses of maintaining the Town's public schools, which expenses may be incurred in the discretion of and with the approval of the Board of Education and paid by the Town as provided in Connecticut General Statutes § 10-248.</p>	

Non-Lapsing Account – Capital or Non-recurring Expenses:

Why is it important to maintain a balance?

- **Savings** for capital or non-recurring expenses
 - Provide a means to purchase capital (below the amount designated by CIP policy)
 - Could this fund be used to partially fund CIP items?
 - Of Note: any long-term planning based on this fund is not dependable since the account is entirely contingent on year-end balances. Currently, the BOE includes all capital expenses that fall below the CIP threshold within the annual budget (which includes a five year plan), and CIP items are approved per Charter.
- **Insurance** for emergencies or extraordinary situations
 - Provide a safety-net in the event that the District incurs major, unanticipated expenses
 - Examples: oil spill, response to pandemic, cyber attacks, ransom demands, legal expenses
 - Should BOE define a minimum balance for this purpose?

Non-Lapsing Account – SPED Expenses:

Why is it important to maintain a balance?

SPECIAL EDUCATION BUDGET AND EXPENDITURE HISTORY

SUMMARY BY OBJECT

OBJECT	2011-12			2012-13			2013-14			2014-15		
	APPROVED			APPROVED			APPROVED			APPROVED		
	BUDGET	EXPENDED	DIFFERENCE	BUDGET	EXPENDED	DIFFERENCE	BUDGET	EXPENDED	DIFFERENCE	BUDGET	EXPENDED	DIFFERENCE
111 CERTIFIED SALARIES	\$3,454,402	\$3,326,615	\$127,787	\$3,406,115	\$3,263,662	\$142,453	\$3,463,116	\$3,448,513	\$14,603	\$3,417,165	\$3,563,235	(\$146,070)
112 NON-CERTIFIED SALARIES	\$1,878,277	\$2,030,991	(\$152,714)	\$2,190,069	\$2,077,220	\$112,849	\$2,278,109	\$2,352,679	(\$74,570)	\$2,602,342	\$2,615,674	(\$13,332)
300 PROFESSIONAL SERVICES	\$104,756	\$254,402	(\$149,646)	\$168,428	\$270,999	(\$102,571)	\$266,272	\$155,445	\$110,827	\$139,645	\$198,600	(\$58,955)
322 STAFF TRAINING	\$6,100	\$8,539	(\$2,439)	\$6,100	\$15,435	(\$9,335)	\$8,600	\$10,713	(\$2,113)	\$8,600	\$6,688	\$1,912
430 EQUIPMENT RENTAL	\$22,304	\$22,347	(\$43)	\$36,244	\$23,493	\$12,751	\$37,331	\$39,298	(\$1,967)	\$37,331	\$47,035	(\$9,704)
500 CONTRACTED SERVICES	\$20,360	\$14,048	\$6,312	\$15,360	\$22,298	(\$6,938)	\$12,860	\$19,465	(\$6,605)	\$14,264	\$21,451	(\$7,187)
560 TUITION - OUT OF DISTRICT	\$958,915	\$1,221,374	(\$262,459)	\$1,225,326	\$1,734,422	(\$509,096)	\$1,958,127	\$1,889,945	\$68,182	\$1,988,341	\$2,173,375	(\$185,034)
580 STUDENT TRAVEL & STAFF MILEAGE	\$7,500	\$9,663	(\$2,163)	\$7,500	\$7,904	(\$404)	\$7,500	\$7,081	\$419	\$7,500	\$6,865	\$635
611 SUPPLIES	\$62,268	\$82,460	(\$20,192)	\$62,268	\$69,394	(\$7,126)	\$62,268	\$62,507	(\$239)	\$64,268	\$57,128	\$7,140
641 TEXTBOOKS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
734 EQUIPMENT	\$9,200	\$7,786	\$1,414	\$4,600	\$4,821	(\$221)	\$9,200	\$0	\$9,200	\$9,200	\$7,626	\$1,574
810 MEMBERSHIPS	\$0	\$0	\$0	\$1,000	\$1,590	(\$590)	\$1,000	\$1,947	(\$947)	\$1,000	\$1,912	(\$912)
	\$6,524,082	\$6,978,225	(\$454,143)	\$7,123,010	\$7,491,238	(\$368,228)	\$8,104,383	\$7,987,593	\$116,790	\$8,289,656	\$8,699,589	(\$409,933)

OBJECT	2015-16			2016-17			2017-18			2018-19		
	APPROVED			APPROVED			APPROVED			APPROVED		
	BUDGET	EXPENDED	DIFFERENCE	BUDGET	EXPENDED	DIFFERENCE	BUDGET	EXPENDED	DIFFERENCE	BUDGET	EXPENDED	DIFFERENCE
111 CERTIFIED SALARIES	\$3,655,221	\$3,680,555	(\$25,334)	\$3,903,185	\$3,842,698	\$60,487	\$3,985,931	\$3,924,966	\$60,965	\$3,995,524	\$3,848,919	\$146,605
112 NON-CERTIFIED SALARIES	\$2,624,504	\$2,625,950	(\$1,446)	\$2,821,343	\$2,865,881	(\$44,538)	\$3,034,269	\$2,946,707	\$87,562	\$3,125,491	\$3,067,312	\$58,179
300 PROFESSIONAL SERVICES	\$144,602	\$348,245	(\$203,643)	\$164,602	\$138,788	\$25,814	\$164,602	\$167,997	(\$3,395)	\$149,602	\$166,166	(\$16,564)
322 STAFF TRAINING	\$30,000	\$8,630	\$21,370	\$25,000	\$22,740	\$2,260	\$25,000	\$14,123	\$10,877	\$25,000	\$23,195	\$1,805
430 EQUIPMENT RENTAL	\$37,331	\$33,951	\$3,380	\$37,331	\$27,422	\$9,909	\$37,331	\$34,901	\$2,430	\$37,331	\$32,996	\$4,335
500 CONTRACTED SERVICES	\$15,860	\$36,847	(\$20,987)	\$25,000	\$15,113	\$9,887	\$25,000	\$17,283	\$7,717	\$25,000	\$47,644	(\$22,644)
560 TUITION - OUT OF DISTRICT	\$2,265,317	\$3,136,813	(\$871,496)	\$2,990,002	\$2,992,727	(\$2,725)	\$1,803,657	\$3,251,627	(\$1,447,970)	\$2,936,449	\$3,136,956	(\$200,507)
580 STUDENT TRAVEL & STAFF MILEAGE	\$7,500	\$8,955	(\$1,455)	\$8,300	\$7,508	\$792	\$8,300	\$8,383	(\$83)	\$8,300	\$11,970	(\$3,670)
611 SUPPLIES	\$59,268	\$58,872	\$396	\$64,138	\$62,533	\$1,605	\$67,388	\$55,130	\$12,258	\$67,388	\$70,551	(\$3,163)
641 TEXTBOOKS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
734 EQUIPMENT	\$9,200	\$5,252	\$3,948	\$9,200	\$14,469	(\$5,269)	\$9,200	\$9,200	\$0	\$9,200	\$14,002	(\$4,802)
810 MEMBERSHIPS	\$1,000	\$1,750	(\$750)	\$1,900	\$1,395	\$505	\$1,900	\$1,790	\$110	\$1,900	\$1,130	\$770
910 CONTINGENCY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
	\$8,849,803	\$9,945,820	(\$1,096,017)	\$10,050,001	\$9,991,274	\$58,727	\$9,162,578	\$10,432,107	(\$1,269,529)	\$10,481,185	\$10,420,841	\$60,344

Should the Education Non-Lapsing Fund be used for SPED contingency?

- Will it continue to confuse people?
- Will it limit the amount that can be deposited in any one year?
- How can it be handled otherwise?
 - Special Education Reserve Fund maintained by the Town
- Consider writing policy to clearly delineate SPED “Self-Insurance” from Capital and Non-Recurring savings.

Education Non-Lapsing Fund Balance and Activity

<u>Year</u>	<u>Deposit</u>	<u>Expense</u>	<u>Balance</u>	<u>Use</u>
2013-14 Deposit 6/30/14	\$47,185	(\$4,800)	\$42,385	Security Bollards
2014-15 Deposit 6/30/15	\$12,909	(\$4,950)	\$7,959	IR Scan - HS Roof Project
2015-16 Deposit 6/30/16	\$2,533	\$0	\$2,533	none
2016-17 Deposit 6/30/17	\$97,942	\$0	\$97,942	none
2017-18 Deposit 6/30/18	\$276,038	(\$235,295)	\$40,743	HAW, MS A/C, SHS Lightening
2018-19 Deposit 6/30/19	\$328,772	\$0	\$328,772	
6 Year Total Since Inception	\$765,379	(\$245,045)	\$520,334	
Average per year	\$127,563			
Amount to be reserved for Special Education			\$63,000	
Amount reserved for General Non-Lapsing			\$457,334	
Total Balance Non-Lapsing Fund			\$520,334	0.67%

Current Budget \$78,104,410 2% \$1,562,088



March 12, 2020

Mr. Matthew Memoli,

Please see our Field Turf replacement and New Field Construction estimates for Newtown High School for 2021. Field Turf USA, Inc. is pleased to present the following proposal. Prices are based on the Capital Region Education Council (CREC) program. CREC provides pre-determined, preferential pricing through approved vendors. Since the products have already been bid at the national level, individual owners do not have to duplicate the formal bid process. Per AEPA IFB #012-C-Synthetic Turf.

Project	Price
Existing Field Replacement with Track Re-surfacing	\$775,000 - \$800,000
New Field Construction	\$1,075,000 - \$1,100,000

If both fields were completed at the same time there will be a savings of \$75,000 - \$100,000.

Please let me know if you have any further questions or need more clarification.

Sincerely,

Andrew J. Dyjak
Regional Vice President – New England



Tel: +1 860-333-7839

Email: Andrew.Dyjak@fieldturf.com



Date: October 2, 2019
To: Rick Spreyer, Purchasing Agent
From: Andrew Dyjak, Regional Vice President – New England
Phone: (860) 333-7839
Email: andrew.dyjak@fieldturf.com
Subject: **NEWTOWN HIGH SCHOOL REPLACEMENT**

FieldTurf USA, Inc. is pleased to present the following proposal. Prices are based on the **Capital Region Education Council (CREC) program**. CREC provides pre-determined, preferential pricing through approved vendors. Since the products have already been bid at the national level, individual owners do not have to duplicate the formal bid process. **Per AEPA IFB #012-C-Synthetic Turf**

No.	Description	Quantity	Units	Unit Price	Total
	Site Work				
1	Removal and disposal of existing turf	91,000	SF	.42	\$38,200
2	Fine Grade of Existing Base	91,000	SF	.16	\$14,560
3	Site Work Total				\$52,760
	Synthetic Turf				
4	Vertex Prime 2.5", 9.2lbs of infill per square foot	91,000	SF	\$4.79	\$435,890
5	End Zone Letters "NEWTOWN"	14	EA	\$1,050	\$14,700
6	Logo Allowance	1	LS	\$15,550	\$15,550
7	All Inlaid NFHS Markings	1	LS	\$22,000	DONATED
8	GMAX test at time of completion	1	LS	\$1,350	\$1,350
9	Synthetic Turf Total				\$467,490
	Track Re-surfacing				
10	BSS 100 with line striping	1	LS	\$176,550	\$176,550
11	Track Surfacing Total				\$176,550
12	Total Project Cost				\$696,800

EXCLUSIONS

- a) Any costs associated with necessary charges relating to the delineation of the field
- b) The supply of manholes or clean-outs or grates, or supply of the manhole covers
- c) Any alteration or deviation from specifications involving extra costs, which alteration or deviation will be provided only upon executed change orders, and will become an extra charge over and above the offered price.
- d) Unknown soil conditions
- e) All drainage tie-ins to be provided within the limits of the field
- f) Any ground water or unsuitable subgrade issues
- g) Site security
- h) Small vehicle to tow maintenance equipment
- i) Athletic equipment except listed above
- j) Permits or associated fees
- k) Taxes
- l) Union Labor

NOTES:

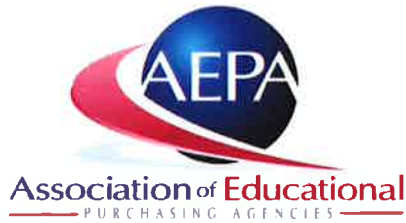
Notwithstanding any other document or agreement entered into by FieldTurf in connection with the supply and installation only of its product pursuant to the present bid proposal, the following shall apply:

- a) This bid proposal and its acceptance is subject to strikes, accidents, delays beyond our control and *force majeure*;
- b) Final payment shall be upon the substantial completion of FieldTurf's obligations;
- c) FieldTurf requires a minimum of 21 days after receiving final approvals on shop drawings to manufacture, coordinate delivery and schedule arrival of installation crew. Under a typical field size and scenario, FieldTurf further requires approximately 28 days unencumbered access to the field to complete the field, subject to weather, other delays beyond the control of FieldTurf and *force majeure*.
- d) FieldTurf requires a suitable staging area. Staging area must be square footage of field x 0.12, have a minimum access of 15 feet wide by 15 feet high, and, no more than 100ft from the site. A 25 foot wide by 25 foot long hard or paved clean surface area located within 50 feet of the playing surface shall be provided for purposes of proper mixing of infill material. Access to any field will include suitable bridging over curbs from the staging area to permit suitable access to the field by low clearance vehicles.
- e) This proposal is based on a single mobilization. If the site is not ready and additional mobilizations are necessary, additional charges will apply.
- f) FieldTurf shall be entitled to pursue all costs and expenses, including attorney fees, associated with collection procedures of payment of any past due invoice.
- g) All colors are to be chosen from FieldTurf's standard colors.
- a) The FieldTurf product carries an 8 year 3rd party insured warranty;

The price is valid for a period of 90 days. The price is subject to increase if affected by an increase in raw materials, freight, or other manufacturing costs, a tax increase, new taxes, levies or any new legally binding imposition affecting the transaction.

Newtown High School Replacement
October 2, 2019
Page 3 of 3

Please contact Eric Fisher if you have any questions or require additional information regarding FieldTurf's SmartBuy Program by phone at 888-209-0065 ext. 246 or via e-mail at Eric.Fisher@fieldturf.com. Be sure to visit our website at www.fieldturf.com.





Date: September 22, 2019
To: Rick Spreyer, Purchasing Director
From: Andrew Dyjak, Regional Vice President – New England
Phone: (860) 333-7839
Email: andrew.dyjak@fieldturf.com
Subject: **NEWTOWN HIGH SCHOOL - NEW FIELD**

FieldTurf USA, Inc. is pleased to present the following proposal. Prices are based on the **Capital Region Education Council (CREC) program**. CREC provides pre-determined, preferential pricing through approved vendors. Since the products have already been bid at the national level, individual owners do not have to duplicate the formal bid process. **Per AEPA IFB #012-C-Synthetic Turf**

No.	Description	Quantity	Units	Unit Price	Total
	Design				
1	Design, Permitting, Layouts, Construction Administration	1	LS	\$45,000	\$45,000
	Design Total				\$45,000
	Site Work				
2	Site work, drainage, erosion controls, site removals etc.	80,000	SF	\$6.95	\$556,000
3	Site Work Total				\$556,000
	Synthetic Turf				
4	Vertex Prime 2.5", 9.2 lbs. of infill per square foot	80,000	SF	\$4.79	\$383,200
5	All Inlaid NFHS Markings	1	LS	\$22,000	DONATED
6	GMAX test at time of completion	1	LS	\$1,350	\$1,350
	Synthetic Turf Total				\$384,550
7	Total Project Cost				\$985,550

EXCLUSIONS

- a) Any costs associated with necessary charges relating to the delineation of the field
- b) The supply of manholes or clean-outs or grates, or supply of the manhole covers
- c) Any alteration or deviation from specifications involving extra costs, which alteration or deviation will be provided only upon executed change orders, and will become an extra charge over and above the offered price.
- d) Unknown soil conditions
- e) Storm water management structures (Detention/Retention Basins, Water Quality Features)
- f) Supply or installation of suitable access to the project area for required material and equipment
- g) Supply or installation of any root zones, grasses or seeding
- h) Installation of concrete sidewalks, walkways, bleachers or curbs not listed above
- i) Rock excavation
- j) Retaining Walls
- k) All drainage tie-ins to be provided within the limits of the field
- l) Any ground water or unsuitable subgrade issues
- m) Site security
- n) Boring for utilities, electrical work, communications and conduit
- o) Small vehicle to tow maintenance equipment
- p) Athletic equipment except listed above
- q) Roadway improvements
- r) Asphalt paving / repair
- s) Once subgrade has been established, a proof roll will be performed to ensure structural stability of the soils; in the event that unsuitable soils are encountered, a price to remedy these areas can be negotiated based on recommended methods per project Engineer.
- t) Installation of junction boxes, gabions, concrete rip rap, storm drainage not related to the field construction, grate inlets and RCP.
- u) Relocation, removal and repair of existing utilities not limited to electrical conduits, power poles, water, sewer, gas, cable, telephone, owner placed conduits or communication feeds within the field of play
- v) Permits or associated fees
- w) Taxes
- x) Union Labor

NOTES:

Notwithstanding any other document or agreement entered into by FieldTurf in connection with the supply and installation only of its product pursuant to the present bid proposal, the following shall apply:

- a) This bid proposal and its acceptance is subject to strikes, accidents, delays beyond our control and *force majeure*;
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- e) This proposal is based on a single mobilization. If the site is not ready and additional mobilizations are necessary, additional charges will apply.
- f) FieldTurf shall be entitled to pursue all costs and expenses, including attorney fees, associated with collection procedures of payment of any past due invoice.
- g) All colors are to be chosen from FieldTurf's standard colors.
- a) The FieldTurf product carries an 8 year 3rd party insured warranty;

The price is valid for a period of 90 days. The price is subject to increase if affected by an increase in raw materials, freight, or other manufacturing costs, a tax increase, new taxes, levies or any new legally binding imposition affecting the transaction.

Please contact Eric Fisher if you have any questions or require additional information regarding FieldTurf's SmartBuy Program by phone at 888-209-0065 ext. 246 or via e-mail at Eric.Fisher@fieldturf.com. Be sure to visit our website at www.fieldturf.com.



**NEWTOWN BOARD OF EDUCATION
SUMMARY - CAPITAL IMPROVEMENT PLAN
2021/22 TO 2025/26**

**For Discussion
by the BOE 4/9/20**

INITIAL FIVE YEARS

			Year 1	Year 2	Year 3	NO BONDING Year 4	Year 5	
CIP Item #	Location	Description of Project	2021/22	2022/23	2023/24	2024/25	2025/26	TOTALS
10	Hawley Elem.	Purchase unsightly House/land adjacent to school (1.06 acres)					\$477,000	
1	Hawley Elem.	Ventilation, HVAC Renovations	\$4,199,720	\$0				
8	Hawley Elem.	Generator - 80KW <i>(whole school reduced to essential components only)</i>				\$0	\$250,000	\$4,926,720
9	Middle Gate Elem	Energy Project window modifications				\$0	\$1,000,000	\$1,000,000
6	Head O'Meadow	Boilers, water heater, VFD & pump replacements with LED lighting			\$1,057,532	\$0		\$1,057,532
3	Reed Intermediate	Install high efficiency gas boilers & LED lighting conversion		\$1,539,894	\$0			\$1,539,894
4	Middle School	Engineering for ventilation and A/C renovations		\$300,000	\$0			
5	Middle School	Ventilation, HVAC, Auditorium, Media center, replace rooftop units '98			\$3,782,228	\$0		\$4,082,228
2	High School	Replace/restore stadium turf field & track <i>(11th year)</i>	\$795,000	\$0				
7	High School	Create turf practice field rear of school					\$1,100,000	
-	High School	Rear Practice fields facilities and storage <i>(moved back one year)</i>					\$0	
-	High School	<i>Use of Non-Lapsing Fund as project cost offset</i>						\$1,895,000
TOTAL COSTS OF ALL PROJECTS			\$4,994,720	\$1,839,894	\$4,839,761	\$0	\$2,827,000	\$14,501,375
TOTAL TO BE BONDED			\$4,994,720	\$1,839,894	\$4,839,761	\$0	\$2,827,000	\$14,501,375

Previous BOE approved CIP amounts (November 6, 2019)	\$4,712,000	\$1,752,730	\$4,565,812	\$2,000,000	\$2,504,000	\$15,534,542
Difference to previously approved plan	\$282,720	\$87,164	\$273,949	-\$2,000,000	\$323,000	-\$1,033,167

Eligibility for project inclusion on the CIP is that the cost must exceed \$200,000.
2017-18 Reimbursement rate 36.43%

**NEWTOWN BOARD OF EDUCATION
SUMMARY - CAPITAL IMPROVEMENT PLAN
2026/27 TO 2030/31**

Construction inflation estimate 6.0%

**For Discussion
by the BOE 4/9/20**

SECOND FIVE YEARS

			Year 6	Year 7	Year 8	NO BONDING Year 9	Year 10	
CIP Item #	Location	Description of Project	2026/27	2027/28	2028/29	2029/30	2030/31	TOTALS
	Hawley Elem.	Classroom renovations '21 section (ceilings, lighting, floors, etc.) Purchase unsightly House/land adjacent to school (1.06 acres) Repave entire parking lot, curbing, sidewalks Elevator to café	\$0 \$318,000	\$1,011,240 \$0	\$0 \$1,378,000	\$0 \$0		\$2,707,240
	Sandy Hook							\$0
	Middle Gate Elem	Repave entire parking lot, curbing, sidewalks Complete kitchen renovation		\$1,378,000	\$0 \$397,500	\$0		\$1,775,500
	Head O'Meadow	Gas and water lines to school- Replace/update A/C Re roofing/restoration	\$3,180,000	\$0 \$2,696,640	\$6,179,800 \$0	\$0		\$12,056,440
	Reed Intermediate	Repave entire parking lot, curbing, sidewalks Re roof entire building (solar remove & reinstall \$225K)	\$3,710,000	\$2,120,000 \$0	\$0			\$5,830,000
	Middle School	Repave entire parking lot, curbing, sidewalks Window replacements (front of building) Library and science lab renovations Complete kitchen renovation	\$795,000	\$3,710,000 \$0	\$1,685,400 \$0	\$0	\$1,000,000	\$7,190,400
	High School	Re roofing/restoration HVAC equipment replacements Fuel Cell Athletic/Stadium field house and storage Rear Practice fields facilities and storage (moved back one year)	\$2,921,360 \$898,880 \$954,000 \$0	\$0 \$0 \$1,685,400	\$0	\$0	\$5,300,000	\$11,759,640

TOTAL COSTS OF ALL PROJECTS	\$12,777,240	\$12,601,280	\$9,640,700	\$0	\$6,300,000	\$41,319,220
TOTAL TO BE BONDED	\$12,777,240	\$12,601,280	\$9,640,700	\$0	\$6,300,000	\$41,319,220

**NEWTOWN BOARD OF EDUCATION
SUMMARY - CAPITAL IMPROVEMENT PLAN
2021/22 TO 2025/26**

**For Discussion
by the BOE 4/9/20**

Notes:

- 1 All projects (with four exceptions) have been moved forward by one year with a 6% construction inflation factor added to the previously approved plan.
- 2 HAW Generator cost has been reduced from \$1Million down to \$250,000 for a reduced capacity (not entire building).
- 3 Rear practice field facilities and storage was moved back for one year with the same estimated pricing.
- 4 It is recommended that the HOM gas line installation be stricken as it is unlikely this would ever be a BOE expense.
- 5 It is recommended that the NHS fuel cell be stricken as it would likely be funded by an incentive program, and space will be an issue.
- 6 Year four of this plan represents last years year five for which the Town had decided that "No Bonding" would occur, those two projects moved to year five.
- 7 Year nine will represent the next five year of no bonding. The HS HVAC equipment replacement was consequently moved to year ten.
- 8 A \$0 represents where the project was in the Board's November 6, 2019 approved CIP.
- 9 A line has been added to the HS projects in consideration of proposing partial project funding by use of the Non-Lapsing Account.

Other considerations:

- A NHS rooftop HVAC - This can be a phased project, one wing per year. (HS has 6 wings, may be a tall order to get all done in one summer).
- B The large paving projects should include repair, replacement and upgrade of drainage pipes and catch basins.
- C NHS Natatorium (pool) renovation - floor tiles, lighting, pool equipment.
- D All schools - restroom renovations - tile, fixtures, piping, partitions.
- E Reed - school is coming on 20 years old, we should start thinking about HVAC equipment.